MEMORANDUM FOR USAF ACADEMY PREPARATORY SCHOOL CANDIDATE

FROM: 10 MSS/DPM
      5136 Eagle Dr, Suite K-102
      USAF Academy CO 80840-2608

SUBJECT: Preparatory School In-Processing Worksheet

1. Congratulations on your selection to attend the US Air Force Academy Preparatory School. The 10th Military Personnel Element to build your computerized military record. It is very important that all areas are completed accurately and legibly. You will find a list of codes at Attachment 2 in this handout. Please pay special attention to the areas that require a specific format, such as your date of birth and any special codes. Your personnel record and your pay record will be built using the information you provide on this form. Forms must already be filled out when you arrive at inprocessing. You may also email a scanned copy of this form ahead of time to Mr. William Grimmer, Personnel Systems Management, at william.grimmer@usafa.af.mil. Failure to fill out the attached worksheet entirely and accurately could result in pay problems.

2. This information is also used to issue you an active duty military ID card and will be provided to the Defense Eligibility Enrollment Reporting System (DEERS). You will be asked to provide proof of your birth date. **The following documents must be hand carried and presented upon your arrival:**

    a. Birth Certificate (Certified copy) **Photocopies will not be accepted**.
    b. Social Security Card
    c. Military Dependent ID cards (if applicable)
    d. State or Federal government-issued photo ID (i.e., Driver's License)

3. Any questions regarding this worksheet can be directed to the Military Personnel Element Customer Service Section at (719) 333-8740.

                //signed//
          JENNIFER A. SUAREZ, Maj, USAF
         Military Personnel Element Commander

2 Atchs
1. Worksheet
2. Code List

USAFA PREPARATORY SCHOOL INPROCESSING WORKSHEET - *PLEASE TYPE or PRINT LEGIBLY*

First Name	
Full Middle Name (Blank or NMI)	
Last Name	
Social Security Number	
Incoming Students Personal Cell Phone Number	
Home of Record - Street Address	
City, State, ZIP	
Country (See attachment for code)	Country Code
Place of Birth (State only)	City State Country Country Code Country Code
Citizenship (see attachment for code)	Code
Ethnic Group (see attachment for code)	Code
Religious Preference (see attachment for code)	Code
Race (see attachment for code)	Code
Date of Birth	Year Month Day
Gender	Male Female (Circle one)
Current Rank (if active duty)	
Military status prior to arrival	Guard/Reserve/Active Duty (Circle one)
Sport	
Programs	CAP/ROTC/Billy Mitchell-Amelia Earhart Award (Circle one)
Year and Month of high school graduation	Year Month
Highest Education level/completion date	
Permission to release personal data	Yes/No (Circle one)
Is your father living?	Yes/No (Circle one)
Father's Name	
Father's Phone Number	
Father's Street Address	
Father's City, Sate, ZIP Code	
Father's military status and rank	Active Duty/Retired/Not applicable (Circle one)
If retired military - year retired	
Permission to release father's personal data	Yes/No (Circle one)
Is your mother living?	Yes/No (Circle one)
Mother's Name	
Mother's Phone Number	
Mother's Street Address	
Mother's City, State, ZIP Code	
Mother's military status and rank	Active Duty/Retired/Not applicable (Circle one)
If retired military - year retired	
Permission to release mother's personal data	Yes/No (Circle one)
Do your parents reside together	Yes/No (Circle one)
Are your parents married to each other	Yes/No (Circle one)

STOP HERE!

MILITARY PERSONNEL FLIGHT (MPF) USE ONLY

Date Departed Last Duty Station (DDLDS) _____

Date Arrived Station (DAS)   _____

Time Arrived Station   _____

RACE CODES		CITIZENSHIP CODES	
American Indian	A	Registered Immigrant Alien	O
Asian	B	Birth in the US	1
Black/African American	C	Naturalization	2
Native Hawaiian/ Pacific Islander	D	Birth of US Parents O/S or in US Territory	3
White	E	US National (American Samoa, Swain Island)	4
Declined to Respond	F	Unknown	9

ETHNIC GROUP CODES			
Spanish Descent	1	Guamanian	H
American Indian	2	Japanese	J
Asian American	3	Korean	K
Puerto Rican	4	Polynesian	L
Filipino	5	Other-Pacific Islander	Q
Mexican American	6	Latin American	S
Eskimo	7	Vietnamese	V
Aleutian	8	Micronesian	W
Cuban Descent	9	Other	X
Indian	D	None	Y
Melanesian	E	Unknown	Z
Chinese	G		

RELIGIOUS PREFERENCE			
Assemblies of God	04	Greek Orthodox	54
Baptist Churches	10	Roman Catholic	62
Christian-No Denom	13	Methodist Protestant	AK
Protestant Episcopal	26	Presbyterian	LG
Ch of Jesus Christ LDS	38	Protestant	72
Jewish	36	Pentecostal	56
Church of Christ	18	United Methodist	NF
Church of God	20	No Preference	01

These are the most common codes, if your preference is not listed, please list it and upon in processing we will do our best to find a code that matches your situation.

PLACE OF BIRTH			
ALABAMA	01	ALASKA	02
ARIZONA	04	ARKANSAS	05
CALIFORNIA	06	COLORADO	08
CONNECTICUT	09	DELAWARE	10
D.C.	11	FLORIDA	12
GEORGIA	13	HAWAII	15
IDAHO	16	ILLINOIS	17
INDIANA	18	IOWA	19
KANSAS	20	KENTUCKY	21
LOUISIANA	22	MAINE	23
MICHIGAN	26	MINNESOTA	27
MISSISSIPPI	28	MISSOURI	29
MONTANA	30	NEBRASKA	31
NEVADA	32	NEW HAMPSHIRE	33
NEW JERSEY	34	NEW MEXICO	35
NEW YORK	36	NORTH CAROLINA	37
NORTH DAKOTA	38	OHIO	39
OKLAHOMA	40	OREGON	41
PENNSYLVANIA	42	RHODE ISLAND	44
SOUTH CAROLINA	45	SOUTH DAKOTA	46
TENNESSEE	47	TEXAS	48
UTAH	49	VERMONT	50
WASHINGTON	53	WEST VIRGINIA	54
WISCONSIN	55	WYOMING	56
CANADA	CA	GERMANY	GE
GUAM	GQ	MEXICO	MX
UNITED KINGDOM	UK	PUERTO RICO	RQ
UNKNOWN	UN	CONUS	10

These are the most common codes, if your place of birth is not listed, please list it and upon in processing we will do our best to find a code that matches your situation.